

Employee Post-Travel Disclosure of Travel Expenses

RECEIVED
Date/Time Stamp:
SECRETARY OF THE SENATE
PUBLIC RECORDS

Post-Travel Filing Instructions: Complete this form within 30 days of returning from travel. Submit all forms to the Office of Public Records in 232 Hart Building.

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☒ The original *Employee Pre-Travel Authorization* (Form RE-1), AND
- ☒ A copy of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

Private Sponsor(s) (list all): United Nations Foundation

Travel date(s): Feb. 15-21, 2020

Name of accompanying family member (if any): None

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING DID NOT INCREASE DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate	\$1,513.35	\$812	\$293.90	\$50 (Rwanda visa)
<input checked="" type="checkbox"/> Actual Amount				

Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate	None	None	None	None
<input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.): Staff met with civil society groups, and officials from the UN, the government of Rwanda, and the U.S. Embassy in Rwanda,

as well as recipients of aid programs. The purpose of the meetings was to better understand U.S. and UN-led projects in the country.

17 MAR 2020 ANDREW KALARIS
(Date) (Printed name of traveler)

Andrew Kalaris
(Signature of traveler)

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

3/17/2020
(Date)

[Signature]
(Signature of Supervising Senator/Officer)

EMPLOYEE PRE-TRAVEL AUTHORIZATION

RECEIVED
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SECRETARY OF THE SENATE
PUBLIC RECORDS

Pre-Travel Filing Instructions: Complete and submit this form at least 30 days prior to the travel departure date to the Select Committee on Ethics in SH-220. Incomplete and late travel submissions will not be considered or approved. This form must be typed and is available as a fillable PDF on the Committee's website at ethics.senate.gov. Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

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Name of Traveler: Andrew Kalaris

Employing Office/Committee: Senator Tim Kaine

Private Sponsor(s) (list all): United Nations Foundation

Travel date(s): February 15, 2020 - February 21, 2020

Note: If you plan to extend the trip for any reason you must notify the Committee.

Destination(s): Kigali, Nyabihu, Rubavu, Bugesera, and Ngoma, Rwanda

Explain how this trip is specifically connected to the traveler's official or representational duties:

This trip offers Congressional staff members an opportunity to learn about the United Nations' work in Africa firsthand and the current state of U.S. - Rwanda relations. As a member of Senator Kaine's national security team, this trip will help me better understand how the operations of the United Nations and political dynamics in Rwanda affect Senator Kaine's work on the Armed Services and Foreign Relations Committees.

Name of accompanying family member (if any): _____

Relationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

4 FEB 2020
(Date)

Andrew Kalaris
(Signature of Employee)

TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

I, Tim Kaine hereby authorize Andrew Kalaris
(Print Senator's/Officer's Name) (Print Traveler's Name)

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

2/4/2020
(Date)

Tim Kaine
(Signature of Supervising Senator/Officer)

PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should **NOT** submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

1. Sponsor(s) of the trip (please list all sponsors): United Nations Foundation (UNF)
2. Description of the trip: Over the course of this learning trip, Members of Congress and staff will travel to Kigali and the field to observe transformational U.S. and UN-led projects that... (please see attached)
3. Dates of travel: Feb. 15, 2020 - Feb. 21, 2020
4. Place of travel: Kigali, Nyabihu, Rubavu, Bugesera, and Ngoma, Rwanda
5. Name and title of Senate invitees: Please see attached.
6. I *certify* that the trip fits one of the following categories:
 - ☒ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal and do not retain or employ registered lobbyists or agents of a foreign principal and no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.
– OR –
 - ☐ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
7. ☒ I *certify* that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
– AND –
 - ☒ I *certify* that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8. I *certify* that:
 - ☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.
– AND –
 - ☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

9. **USE ONLY IF YOU CHECKED QUESTION 6(B)**

I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

– OR –

☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (*see questions 6 and 10*).

– OR –

☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. **USE ONLY IF YOU CHECKED QUESTION 9(B)**

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

The United Nations Foundation is the sole sponsor of this trip, organizing all aspects of the program and logistics. UNF handles all outreach to congressional staff and is the contact for planning purposes.

The Ariadne Getty Foundation, a U.S.-based 501(c)(3) non-profit organization...(please see attached)

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

The United Nations Foundation works to educate all Americans, including the U.S. Congress, on the importance of a strong U.S.-UN relationship. This learning trip provides an opportunity for policymakers to observe U.S. and UN development, health, gender equality, and reconciliation...(please see attached)

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

The United Nations Foundation regularly organizes congressional learning trips to observe the UN's work abroad. From 2014-2019 UNF organized trips to Niger, Mali, Liberia, Lebanon, and Jordan, for example.

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

The United Nations Foundation regularly hosts/sponsors Capitol Hill briefings, forums, and related events to educate policymakers, businesses, NGOs, and the general public on the UN's role in advancing American interests abroad.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate	\$1,840 total \$1,340 (RT air from DC to Kigali)	\$812 total \$203 (per night in Kigali)	\$294 total \$252 (in Kigali) \$42 (outside Kigali)	\$50 (Rwanda visa)
<input type="checkbox"/> Actual Amounts	\$500 (ground transport)			

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

This trip involves an event that is arranged specifically WITH regard to congressional participation.

18. Reason for selecting the location of the event or trip

After the genocide against the Tutsi in 1994 many predicted Rwanda would become another failed state.

The country, however, has transformed into a post-conflict success story. In the... (please see attached)

19. Name and location of hotel or other lodging facility:

Kigali Marriott Hotel KN 3 Avenue Kigali, Rwanda

20. Reason(s) for selecting hotel or other lodging facility:

Favorable rate and location.

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

Our daily expenses will be at or below the State Department's 2020 per diem rates for Kigali and at or

below for locations outside of Kigali (\$84 for M&IE and \$203 for lodging in Kigali; \$42 for M&IE in other

locations).

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

Roundtrip economy or premium economy airfare from Washington, DC to Kigali, Rwanda connecting in

Amsterdam, the Netherlands. All in-country travel will be via van and/or SUVs.

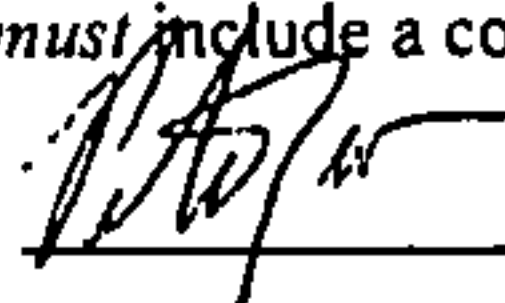
23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

None

25. I hereby *certify* that the information contained herein is true, complete and correct. (For trips involving more than one sponsor, you *must* include a completed signature page for each additional sponsor):

Signature of Travel Sponsor:



Name and Title: Peter Yeo, Senior Vice President

Name of Organization: United Nations Foundation

Address: 1750 Pennsylvania Ave NW Suite 300

Telephone Number: 202-887-9040 (please ask for Micah)

Fax Number: 202-887-9021

E-mail Address: mspangler@unfoundation.org

UN Foundation Learning Trip to Rwanda Answers to PSTCF Questions 2, 5, 12, 13, and 18

2. Description of the trip:

Over the course of this learning trip, Members of Congress and staff will travel to Kigali and the field to observe transformational U.S. and UN-led projects that are combatting extreme poverty, accelerating early childhood development, overcoming regional health threats, empowering women and girls, and facilitating reconciliation across Rwanda. Experiencing this vital work up close and meeting with members of civil society as well as senior officials from the United Nations, the U.S. Embassy in Rwanda, and the Government of Rwanda, participants will learn how recent international development successes in Rwanda could potentially be applied in other post-conflict settings in Africa.

5. Name and title of Senate invitees:

Matt Squeri, Foreign Policy Advisor
Sen. Jeff Merkley

Katie Abrames, Policy Analyst
Senate Foreign Relations Committee

Chris Socha, Staff Director
Senate Foreign Relations Committee

Maggie Dougherty, Professional Staff Member
Senate Foreign Relations Committee

Andrew Kalaris, Legislative Assistant
Sen. Tim Kaine

Sarah Arkin, Policy Director
Senate Foreign Relations Committee

Megan Reiss, National Security Advisor
Sen. Mitt Romney

Liz Banicki, Legislative Assistant
Sen. Dan Sullivan

Bethany Polous, Legislative Assistant
Sen. Marco Rubio

Blake Souter, Legislative Assistant
Sen. Tammy Baldwin

Brandt Anderson, Legislative Assistant
Sen. Todd Young

Wayne Jones, Legislative Assistant
Sen. Rob Portman

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12. Briefly describe the role of each sponsor in organizing and conducting the trip:

The United Nations Foundation is the sole sponsor of this trip, organizing all aspects of the program and logistics. UNF handles all outreach to congressional staff and is the contact for planning purposes. The Ariadne Getty Foundation, a U.S.-based 501(c)(3) non-profit organization, previously provided UNF with an unrestricted grant to be utilized at the sole discretion of UNF to advance the Foundation's general educational activities. Limited portions of that grant may be utilized to support certain indirect administrative costs associated with this trip.

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

The United Nations Foundation works to educate all Americans, including the U.S. Congress, on the importance of a strong U.S.-UN relationship. This learning trip provides an opportunity for policymakers to observe U.S. and UN development, health, gender equality, and reconciliation efforts in Rwanda—a country that has become a vital post-conflict success story.

18. Reason for selecting the location of the event or trip:

After the genocide against the Tutsi in 1994 many predicted Rwanda would become another failed state. The country, however, has transformed into a post-conflict success story. In the intervening years, the UN has become a fundamental partner in the reconstruction of Rwanda, helping rebuild a shattered nation and ensuring equality, justice, and reconciliation are essential elements of the country's national development agenda. Now 25 years after that ghastly tragedy shocked the international community's conscience, the range of UN agencies operating on the ground in Rwanda have become premier examples of "One UN"—a bold reform initiative designed to ensure the UN works together across numerous boundaries to achieve a common, shared mission. Travelling to Rwanda in this critical moment in the nation's post-conflict phase, delegation participants will learn how long-term private sector investments and U.S. and UN-led sustainable development, economic security, gender equality, and reconciliation projects could potentially be applied in other post-conflict settings in Africa, as well as gain a better understanding of the vital work in Rwanda that is still left to be accomplished.

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